

ADMINISTRATIVE MODIFICATIONS

Before You Begin

EAS can process several types of Modifications to procurement actions. They fall into three major categories, which are either unilateral or bilateral in nature:

Administrative — Unilateral, generally no-cost changes (Examples: Vendor (bidder) changes of address, changes in appropriation data, changes in Contracting Officer/Contracting Officer's Representative, etc.)

Change Orders — Unilateral changes (Examples: Direct changes)

Requisitions for Supplemental Agreements — Bilateral changes (Examples: Adjustments in cost, increases/decreases in scope; time extensions; Novation Agreements, etc.)

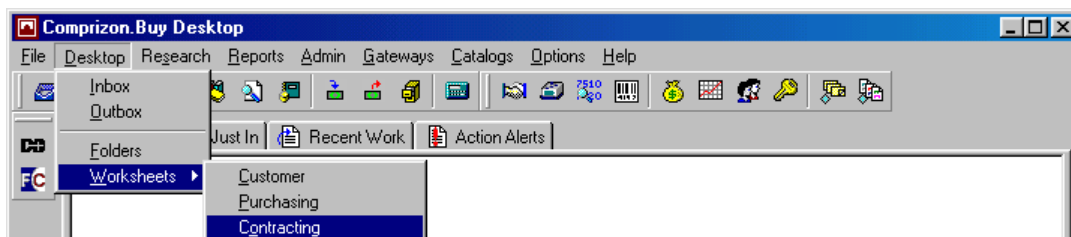
Other types of modifications exist in addition to the above three: Options, Claims, Disputes, Terminations, and other changes made under specific contract clauses. Each Modification type requires a variation in the procurement process. This chapter explains how to prepare Administrative Modifications.

Strong Recommendation: *If your description is greater than 7 lines, you will find it helpful to first create your description (SF 30, Block 14) in MS Word. When you are satisfied with your description, save it to the designated EAS network drive (NOT your C:\ or D:\ drive) and directory. You will be able to attach a description (as created in MS Word) to your modification created in EAS.*

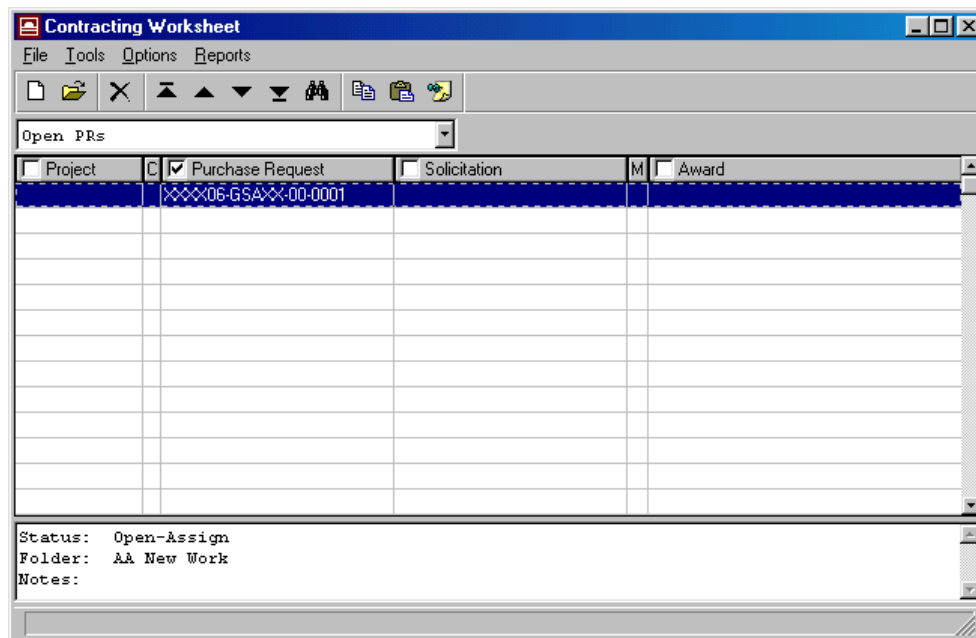
Preparing an Administrative Modification

Prerequisite: *A valid award must already exist in EAS.*

At the EAS desktop, click on the “Worksheets” icon or from the desktop menu option, select “Worksheets” then “Contracting” or “Purchasing,” depending on the subsystem in which the award resides.

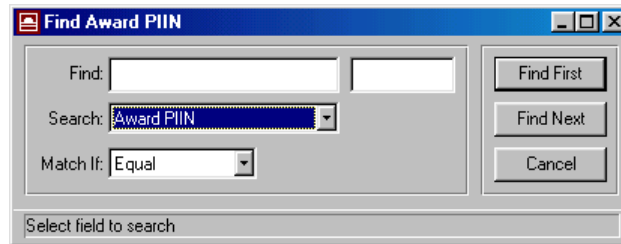



Contracting Worksheet



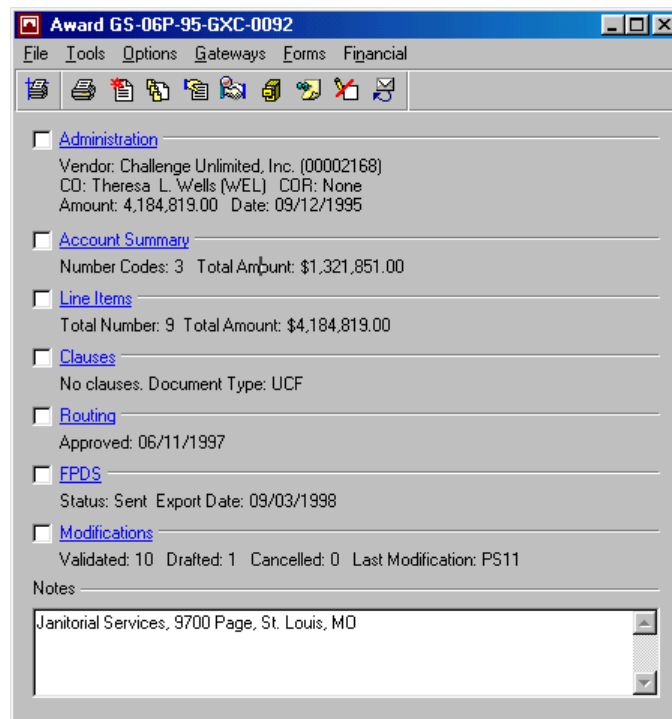
To locate the award to be modified, click the  icon, the *Find Dialogue Box* will display.

Find Dialogue Box



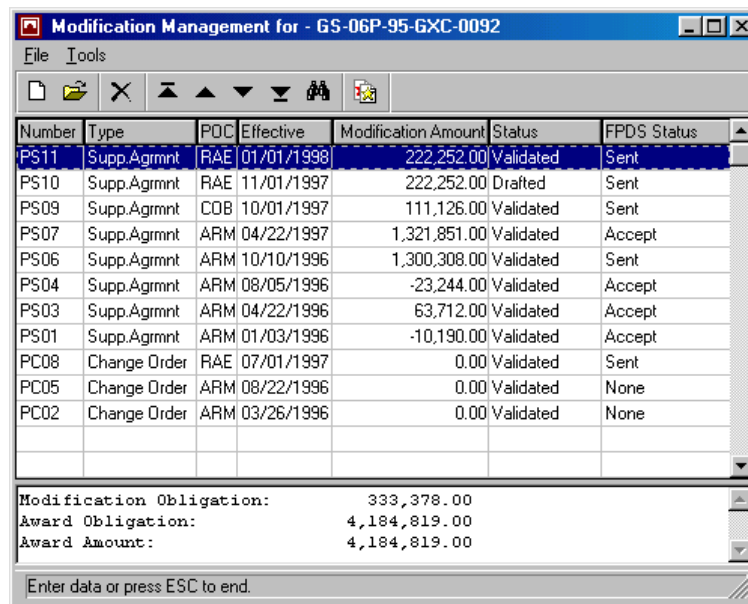
To search, click on the drop-down arrow next to "Purchase Request," then choose "Award Piin." To find, enter the number of the award you are modifying. Click "*Find First.*" EAS will display and highlight the award at the top of the worksheet. Click "Cancel" to close the *Find Dialogue Box*. Click in the check box next to "Award" and a check mark will appear. Click the  to display the *Award Summary Screen*.

Award Summary Screen



At the *Award Summary Screen*, click on the blue "Modifications" hypertext link to display the *Modification Management Browser*.


Modification Management Browser



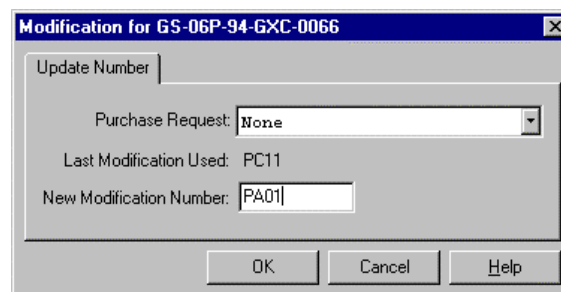
Number	Type	POC	Effective	Modification Amount	Status	FPDS Status
PS11	Supp.Agrmnt	RAE	01/01/1998	222,252.00	Validated	Sent
PS10	Supp.Agrmnt	RAE	11/01/1997	222,252.00	Drafted	Sent
PS09	Supp.Agrmnt	COB	10/01/1997	111,126.00	Validated	Sent
PS07	Supp.Agrmnt	ARM	04/22/1997	1,321,851.00	Validated	Accept
PS06	Supp.Agrmnt	ARM	10/10/1996	1,300,308.00	Validated	Sent
PS04	Supp.Agrmnt	ARM	08/05/1996	-23,244.00	Validated	Accept
PS03	Supp.Agrmnt	ARM	04/22/1996	63,712.00	Validated	Accept
PS01	Supp.Agrmnt	ARM	01/03/1996	-10,190.00	Validated	Accept
PC08	Change Order	RAE	07/01/1997	0.00	Validated	Sent
PC05	Change Order	ARM	08/22/1996	0.00	Validated	None
PC02	Change Order	ARM	03/26/1996	0.00	Validated	None

Modification Obligation: 333,378.00
 Award Obligation: 4,184,819.00
 Award Amount: 4,184,819.00

Enter data or press ESC to end.

Click the  icon to display the *Modification Dialogue Box*.

Modification Dialog Box



Modification for GS-06P-94-GXC-0066

Update Number: _____


Purchase Request: None

Last Modification Used: PC11

New Modification Number: PA01

OK Cancel Help

Purchase Request:	If you will be using a purchase request as the basis for your administrative modification, choose it from the drop-down list. Otherwise, leave "None."
Last Modification used:	EAS will display the last number used. (view only)
New Modification number:	Enter the desired number for your administrative modification. (Ex: PA01).
1 st digit:	Always "P"
2 nd digit:	"A" for "Administrative mod" (Be sure to use alpha "A.")
3 rd and 4 th digits:	Next available two-digit sequential number (Be sure to use numeric zero on 3 rd and 4 th digits.)

To save your modification number, press the <F2> key or click  to display the *Award Modification SF30 Screen*.

Click the  button and the *Award Modification Tab Control Screen* will display.

Award Modification Tab Control Screen

SF30 Admin Screen

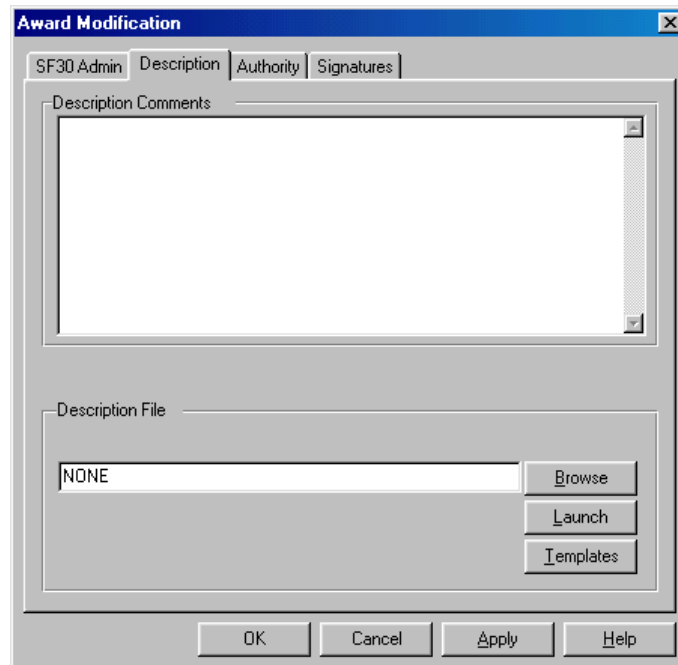
Note: *Whatever is entered on this screen affects what appears in the upper blocks of the printed SF 30. EAS suggests “default” information from the base award record; however, it does permit you to change it. The information may be changed until the modification is “validated” in the system.*

Enter data as indicated below. Be sure to press the <Tab> key to move from field to field.

Contract ID:	Contract Identification Number.(Leave blank.)
Project No.:	Enter GSA Project number if applicable.
Mod Effective Date:	Defaults to the current date. Enter the effective date of the modification. This date will appear in Block 3 of the <i>SF 30</i> .
Issued by:	The procurement office code of the office that issued the contract will default from the base award. Make any necessary corrections.
Admin By:	The correspondence symbol of the office administering the contract will default from the base award. Make any necessary corrections.
Government POC:	Point of Contact: Enter the three-letter EAS ID code of the Contract Specialist preparing the modification.


When you have finished, click on the “Description” tab at the top of the screen, and the *Description Screen* will be displayed.

Description Screen

The screenshot shows a Windows-style dialog box titled "Award Modification". It has four tabs at the top: "SF30 Admin", "Description" (which is selected), "Authority", and "Signatures". The "Description" tab contains two main sections. The first is labeled "Description Comments" and features a large, empty text area with a vertical scrollbar on the right. The second section is labeled "Description File" and contains a text box with the word "NONE" inside. To the right of this text box are three buttons: "Browse", "Launch", and "Templates". At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Apply", and "Help".

If your description is 13 lines or less, you should type it in the "Description Comments" area. It will print in Block 14 of the *SF 30*.

If your description is more than one paragraph long, you should create it in MS Word and save it to the EAS network drive (see Note at the beginning of this section).

To attach a description file created in MS Word, click the “Browse” button. Choose the EAS network drive and directory where you have saved the description file created at the beginning of this section. Select the file, and click the  button .

Click the “Launch” button to open the file in MS Word. Verify that you have chosen the correct description file. When you have finished, close MS Word, and EAS returns you to the *Award Modification Tab Control Screen*.

Note: *The purpose of the “Description File” field is to create an association between the modification recorded in EAS and its description as saved to the designated network drive.*

When you have finished, click on the “Authority” tab at the top of the screen, and the *Authority Screen* will display.

Authority Screen

Input data as follows:

Accounting and Appropriation area:	Change as needed. See “Note” below.
BOC:	Leave blank.
Type of Modification:	Click the “Administrative Changes” radio button.
Specify Authority: (when required)	Leave blank (EAS will check the appropriate box on the SF 30.)

Note: If using system generated request, the accounting information pulls from the base award record. You may change it as needed. However, remember that the information entered on the Award Modification Screens only affect the SF 30 for the CURRENT modification. To make a permanent change to the base contract accounting information, you must also change the accounting information on the Funding Screen of the Award Administration Tab Control Screen.

Click on the “Signatures” tab at the top of the screen to display the *Signatures Screen*.

Note: If you use a Funded Purchase Request, the accounting information pulls from the new request's Fund tab. To make changes permanent to the base contract you must change the accounting code on the award admin screen.

Signatures Screen

Award Modification

SF30 Admin | Description | Authority | **Signatures**

Signatures

Contracting Officer: MIL [Search] Katherine R. Miles

Date Signed: []

Contractor: 00000238 [Search] Air Masters Corporation

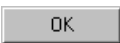
☐ Contractor is required to sign and return 01 copies to the Issuing office.

OK Cancel Apply Help

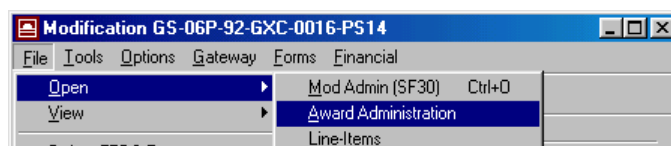
Enter information on this screen as follows:

Contracting Officer:	Enter the three-letter ID of the Contracting Officer who will be signing the Modification.
Date Signed:	Enter the date on which the modification is signed (award date of the modification). Update when validating.
Contractor:	Enter the Contractor ID or click [Search] to search and select it.

Click the "Contractor is required to sign and return" box and change the number of copies to be returned to the issuing office, if applicable.

Click  to save your work and return to the *Modification Summary Screen*.

Modification Summary Screen



From the menus, choose "File," "Open," then "Award Administration." The *Award Administration Tab Control Screen* will display. The *Admin Screen* will be in the foreground.

Award Administration Tab Control Screen

Admin Screen

Note: Data on these panels pulls forward from the base Contract Award. Any changes you make here permanently change the base contract record when the modification is validated (awarded in the system). If something is different only for the purposes of the current modification, make the changes ONLY on the Award Modification Screens as explained above.

Note: The "Award" and "Expires On" dates SHOULD NOT be changed (unless you are correcting a typographical error on the original award). Changes to dates are considered "substantive" and should only be changed via Change Order or Supplemental Agreement.

Vendor:	Do not change. See "Note" below.
COR/COTR:	Change if needed.
Contracting Officer:	Change if needed.

Note: Even if the purpose of your Admin Mod is to change the vendor mailing or payment address, no changes to this field are necessary. Changes to these addresses must be made in the vendor file, which is accessed from the main desktop. If necessary, contact your procurement technician or System Administrator for assistance. If another vendor is assuming the contract (i.e., as in a Novation Agreement), see the "Supplemental Agreements" section of this chapter.

When you have finished entering data on the *Admin Screen*, click the "Properties" tab to display the *Properties Screen*.

Properties Screen

The screenshot shows the 'Award Administration' window with the 'Properties' tab selected. The 'Delivery Info' section contains fields for 'Delivery Date' (set to //), 'Ship Via', and 'Gov't Bill of Lading'. To the right are radio buttons for 'Origin' (selected), 'Destination', and 'See Schedule'. The 'Other' section includes a 'SIC' field (set to J049), a 'Reference your' field, a 'DPAS Rating' field, and a 'Contractor must sign this document and return' field (set to 00) with the text 'copies to issuing office.' The 'Other Than Full & Open Competition' section has radio buttons for '10 U.S.C 2304 (c)', '41 U.S.C 253(c)', and 'None of the above' (selected). A dropdown menu for 'Select 1 through 7 for authorization type' is set to 1. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

No changes to this tab should be made by an Administrative Modification.

Click on the “Addresses” tab at the top of your screen. The *Addresses Screen* will be displayed.

Addresses Screen

The screenshot shows the 'Award Administration' window with the 'Addresses' tab selected. The 'Address Information' section contains a text box with the instruction: 'Enter a valid address code for each of the four addresses. The corresponding address will display below.' Below this are four fields: 'Issued By', 'Payment Made By' (set to 7bc), 'Deliver To' (set to 99000008), and 'Administered By' (set to controff). Each field has a magnifying glass icon. Below these fields is an 'Address Display' section with a text box containing the message 'Address was not found.' The 'Other Locations' section contains three fields: 'Place of Inspection', 'Place of Acceptance', and 'Receiving Office'. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Enter data as specified below:

Issued By:	Procurement office code of the office that issued the contract. Do not change, unless correcting a typographical error on the base contract.
Deliver To:	Building number/site where construction/services are to take place. Change, if necessary.
Payment Made By:	Paying office, usually 7BC or Contract Administration office. Change, if necessary.
Administered By:	Correspondence symbol of office administering the contract. Change, if needed. See “Note” below.
Place of Inspection:	No need to change. May be blank.
Place of Acceptance:	No need to change. May be blank.
Receiving Office:	No need to change. May be blank.

Note: Change to a new procurement office code IF the contract is permanently transferred from one office to another. If the administering organization is relocated (new building or room number), the address connected with its correspondence symbol should be changed in the master address file, (accessible from the main EAS desktop). If necessary, contact your procurement technician or Regional Administrator for assistance.

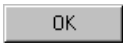
After you have finished entering the data, click the “Funding” tab to display the *Funding Screen*.

Funding Screen

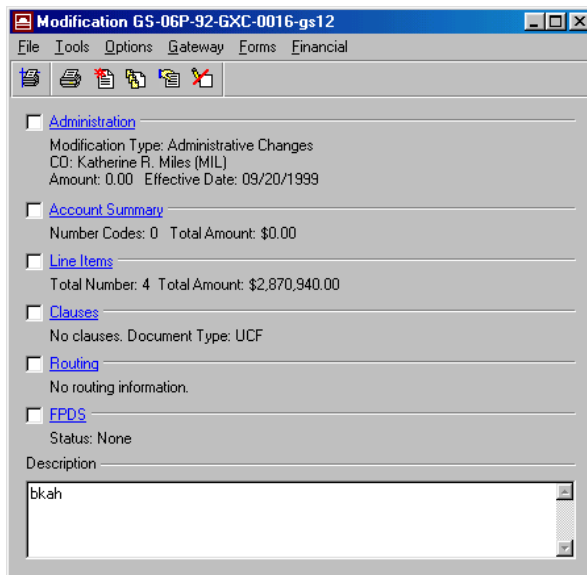
Enter data as specified below.

Accounting and Appropriation Data:	EAS displays accounting information from the base contract. If the purpose of this modification is to effect a permanent change to the accounting classification on the base contract, you MUST change it here
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	and on the line item(s) (See section on Line items, below). Otherwise, leave this field alone. If there are multiple accounting lines (lines of accounting data), only one will be displayed here. Others must be changed on <i>the Account Summary Screen</i> (see Modification Line Items, below).
BOC:	Leave blank.
"Subject to Availability of Funds" Box:	If necessary, clear the box by clicking it if it contains an "X" or check mark.
Subject to Fast Payment Procedures:	Click in the check box if applicable.
"Subject to Prompt Payment Act" Box:	Click in the check box if applicable.
Days for Gov't Constructive Acceptance:	Will default to "007." Enter number of days for constructive acceptance.
Invoice To:	Enter the correspondence symbol where invoices should be sent (either 7BC or the administering office).
Copies:	Change if necessary.
Discount Terms:	Change if necessary.
Discount Days:	Change if necessary.
Net Due:	Change if necessary.

Click the  button to save your work and return to the *Modification Summary Screen*.

Modification Summary Screen



Modification GS-06P-92-GXC-0016-gs12

File Tools Options Gateway Forms Financial

☒ [Administration](#)
Modification Type: Administrative Changes
CO: Katherine R. Miles (MIL)
Amount: 0.00 Effective Date: 09/20/1999

☐ [Account Summary](#)
Number Codes: 0 Total Amount: \$0.00

☒ [Line Items](#)
Total Number: 4 Total Amount: \$2,870,940.00

☐ [Clauses](#)
No clauses. Document Type: UCF


☐ [Routing](#)
No routing information.

☐ [FPDS](#)
Status: None

Description:
bkah

If the purpose of your administrative modification is to correct line items on the base contract (or change the contract amount), click on the hypertext link "Line Items" to display the *Modification Line Item Management Screen*. It will be blank.

[illegible]

To correct a line item from the base award (including individual line item accounting), choose "File" from the menu bar, then choose "New" and "Add" from the drop-down menus. The *Award Line Item Selection Browser* will be displayed, containing all line items existing on the base award. Hold down the <Ctrl> key and click (to highlight) each line item to be corrected. When all line items targeted for changes have been selected, click the  button. Line items will be copied to the *Modification Line Item Management Browser*, as they exist on the original award. The rightmost "Action" column will display a status of "Change."

11/05/99

Modification Line Item Tab Control Screen

Detail Screen

Modification Line Item

Detail Accounting Delivery Additional Info

Item Detail

Item No.	Quantity	UI	Unit Cost	Total Cost
0001	12.00	MO	78,825.00	945,900.00

FSC:

Stock Item No.:

☐ BUMED Report

☐ Header ☒ Description

Operation & Maintenance - 1st Year

OK Cancel Apply Help

Any changes on the *Detail Screen* (i.e., "Quantity," "Unit," "Cost," or "Description") are substantive in nature and should be accomplished via Change Order or Supplemental Agreement (see those sections later in this chapter). Changes in the line item description should only be of a typographical nature.

To change accounting data on line items, accounting data must be changed on the *Award Admin Funding Screen* and on the *Award Line Items Screen*.

NOTE: While it is possible to open individual line items to make corrections, if the same "defective" accounting line has been copied to several line items, all of these line items may be corrected simultaneously by changing the "Account Summary." (See the section titled "Account Summary" below.)

Click on the "Accounting" tab to bring the *Accounting Screen* forward.

Accounting Screen

Modification Line Item

Detail Accounting Delivery Additional Info

Accounting & Appropriation
Line Item Total: 945,900.00 Fund Code:

Account Lines:

Cost	Pct	BOC	Account Code

Total Cost: 0.00 Total Percent: 0.00 %

Change Account Line

Cursor Position New Delete


Account:

BOC:

Percent: 0.00 Cost: 0.000000 ☐ Cost ☒ Percent

OK Cancel Apply Help

Any accounting lines present on the line item at award will appear in the "Account Lines" display window on the upper half of the screen. Please note that this window is for display only. Any changes to the accounting data must be made in the "Change Account Line" section on the lower half of the screen.

To add an accounting line, click the  button (near the center of the screen). Accounting data present on the *Admin Funding Screen* will be copied to the open line item. Make any desired changes in the "Account field" on the lower half of the screen. Leave the "BOC" blank. Be certain to assign the "Percent" or "Cost" applicable in the appropriate field on the lower half of the screen. Press the <Tab> key after making changes or entering "Percent"/"Cost." Verify that the changes have been accepted by scrolling the display window on the upper half of the screen.

To delete an accounting line in the display window on the upper half of the screen, click on the accounting line to be deleted. It will be highlighted. Click the "Delete" button near the center of your screen. The selected accounting line will be deleted.

To change an existing accounting line in the display window on the upper half of the screen, click on the accounting line to be changed. It will be highlighted and displayed in the "Change Account Line" area.

Click anywhere in the "Account" field on the lower half of the screen. Use your arrow keys to move back and forth through the field. (Notice that the prompt above the field changes depending upon your cursor position.) Use the <Delete> key on your keyboard to delete unwanted characters.. To modify the code from this screen, double click on the "Account Code" and the *Accounting Code Data Entry Screen* will appear.

Accounting Code Data Entry Screen

NOTE: If portions of the above accounting classification codes are not needed, blank spaces must be left in their place by pressing the space bar the correct number of spaces

Type in any desired changes. Be sure to leave the appropriate number of blank spaces if one or more of the GSA accounting data elements are not applicable to this procurement, as follows:

Project number:	8 spaces
Cost Center A:	8 spaces
Work Item:	3 spaces

Leave the "BOC" blank. You may also change the "Percent" or "Cost" applicable to this accounting line in the appropriate fields on the lower half of the screen. Press the <Tab> key after making each change. Verify that your changes have been accepted by scrolling the display window on the upper half of the screen.

After making changes to the "Accounting Lines," please verify that the "Total Cost" (located below the display window) equals the "Line Item" total (located above the display window), and that the "Total Percent" (at right) equals "100 Percent." Click the "Apply" button to save your changes.

Click on the tab header marked "Delivery" to bring the *Delivery Screen* forward.

Delivery Screen

Modification Line Item

Detail | Accounting | **Delivery** | Additional Info

Shipping Information

Delivery Date: 12/18/1992 FOB Designation: ☐ Origin
☒ Destination
☐ See Schedule

Deliver To: 99000008

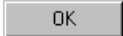
Address Display:
 Federal Center
 4300 Goodfellow
 St. Louis, Missouri


Priority: 99

Supplemental Address:

▲ ▼ OK Cancel Apply Help

Delivery Date:	Changes to the Line Item "Delivery Date" are generally substantive in nature and should be accomplished by Change Order or Supplemental Agreement. (See those sections later in this chapter.)
Deliver To:	Building number where work is to be performed. Make any desired corrections.

For administrative modifications, there is no need to visit "Additional Info." Click the  button to save your work return to the *Modification Line Item Management Browser*.

Repeat the instructions above, beginning with "Changing the LI," until all changes to line items have been completed. Close the *Modification Line Item Management Browser* by clicking the  in the upper right-hand corner, or choose "File" then "Close." The *Modification Obligation Screen* will be displayed.

Modification Obligation Tab Control Screen

Obligation Screen

Modification Obligation

Obligation Other Totals

Award & Modification Totals

☐ Automatically set Modification Obligation Amount to the Modification Amount.

Modification Amount: 0.00

Modification Obligation Amount: 0.00

New Award Amount: 5,503,578.96

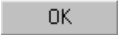
New Award Obligation: 5,503,578.96

Contract Officer: MIL Katherine R. Miles

OK Cancel Apply Help

Note: Unless you are doing an administrative mod to CORRECT the award obligation or line item amounts, the obligated amount will usually be **zero**.

Automatically set Mod Obligation (check box):	Do not change; EAS will obligate the entire modification amount.
Modification Amount:	The sum of all line items on the current modification (excluding those marked as "Option" or "NSP").
Modification Obligation Amount:	The amount to be obligated with this modification. EAS will compute if the box near the top of the screen is checked.
New Award Amount:	Sum of all "basic" Line Items on the original award, any modifications validated previously, as well as the current modification.
New Award Obligation:	The total obligated amount that will result from validating the current modification.
Contract Officer:	Enter the three-letter EAS ID of the contracting officer whose name is to appear in Block 16A of the SF 30.

Click  to save your work and return to the *Modification Summary Screen*.



If an accounting line has been copied to several line items, all line items can be changed simultaneously by entering the change to the accounting line on the *Account Summary Screen*.

Note: Before entering "Account Summary," all line items to be changed must be copied from the base contract to the current modification with a status of "Change," as outlined in the "Line Items" section, above. Changing the "Default" percentage will NOT affect existing line items.

From the *Modification Summary Screen*, click the hypertext link "Account Summary" to display the *Account Summary Management Browser*.

Account Summary Management Browser

Click on the accounting line you wish to change and it will be highlighted.

Click  to display the *Accounting Code Summary Screen*. The existing accounting data will appear in the "Account" field. All line items containing the accounting line will be displayed in the *Line Item Browser*. Make any necessary changes and they will be copied to all line items sharing this accounting line. Click the  button to return to the *Account Summary Management Browser*.

Repeat this process for each accounting line that needs to be changed. Choose "File," then select "Close" from the drop-down menu. You will return to the *Modification Summary Screen*.

Preparing an SF 279 for an Administrative Modification

From the *Modification Management Summary Screen*, click on the blue hypertext "FPDS" link. The *SF 279* screen will appear.

Most blocks on modification *SF 279* will be completed with data from the base award. However, the following areas demand special consideration:

Block 6 (Action Date):	Defaults to current date. Enter the estimated date the modification will be awarded.
Block 9 (Kind of contract action):	Should be "H" for most types of modifications, "G" for modifications to Federal Supply Schedule orders.
Block 10 (Dollars Obligated or Deobligated):	Should be the dollars obligated or deobligated on the CURRENT MODIFICATION, rounded to the nearest thousand. Example: If you are obligating \$22,500.00, Block 10 should read "00000023."
Block 35 Estimated Completion date:	Revised completion date inclusive of the current modification.

It is good practice to have the *SF 279* for the base contract handy when you are completing these screens. EAS automatically fills in any numbers that are "skipped." Be sure to press the <Tab> key between fields.

SF 279 Tab Control Screen

Screen 1–8

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at award.
3	Modification Number	EAS defaults to the modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	Enter the estimated date that the modification will be awarded. EAS pulls this date forward from the <i>Award Screen</i> .
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to "A" for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the screen to view *Screen 9–16*.

Screen 9–16

The screenshot shows a software window titled 'SF279' with a tabbed interface. The '9 To 16' tab is selected. The form contains the following fields:

- 9. Kind of Contract Action: A dropdown menu with 'H.Modification' selected.
- 10. Dollars Obligated or Deobligated: A text box containing '00000000'.
- 11. Type of Obligation: A dropdown menu with 'A. Obligated' selected.
- 12. Principal Product or Service: A text box containing 'none' with a search icon.
- 13. SIC Code: A text box with a search icon.
- 14. Commercial Item Acquisition: A dropdown menu.
- 15. Contractor Name: A text box containing 'Schumacher Elevator Co.'.
- 16. Contractor Identification Number: A text box containing '005291620'.

At the bottom of the window are buttons for 'OK', 'Cancel', 'Apply', and 'Help'.

Field Number	Description	Contents
9	Kind of Contract Action	<p>Enter the appropriate code from the following choices (usually H):</p> <p>D — <i>Small Purchase Procedure</i>. Use when an action is a small purchase procedure pursuant to <i>FAR Part 13</i>. Modifications to small purchases shall be reported as H.</p> <p>F — <i>Order under Basic Ordering Agreement (BOA)</i>. Use when an action is an order under a BOA.</p> <p>G — <i>Order/Modification under Federal Schedule</i>. Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract.</p> <p>H — <i>Modification</i>. Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G).</p> <p>K — <i>Termination for Convenience</i>. Use when an action is a modification to Termination for Convenience (except when an action IS a modification).</p> <p>L — <i>Order Under Multiple Award Contract</i>. Use when an action is a delivery order against a multiple award contract.</p>

Field Number	Description	Contents
10	Dollars Obligated (or Deobligated)	CAUTION: EAS may erroneously display the total Contract obligated amount instead of the modification "Obligated Amount." Enter the total modification "Obligated Amount" in 1,000s of dollars, rounded to the nearest thousand. (For example, if the modification decreased the contract price by \$35,850.00, enter 00000036.) Note that even though the mod was a deobligation, only POSITIVE numbers may be entered in Block 10 of the <i>SF 279</i> . Indicate a deobligation by choosing "B. Deobligated" in block 11 below. (\$0.00 for Admin mods)
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.
12	Principal Product or Service	See corresponding blocks on the <i>SF 279</i> for the base contract, or enter the four-digit code from the <i>FPDS Product and Services Code Manual</i> . DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	DUNS Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the screen to view *Screen 17–23*.

Screen 17–23

The screenshot shows a software window titled 'SF279'. At the top, there are tabs for different sections: '1 To 8', '9 To 16', '17 To 23' (which is highlighted), '24 To 31', '32 To 33', '34 To 41', '42 To 49', and 'Reports'. The main area contains several form fields with labels and input controls:

- 17a. Principal Place of Performance:** Includes 'City' and 'State' text boxes, each with a magnifying glass icon.
- 17b. Foreign Country Code:** A text box with a magnifying glass icon.
- 18. Foreign Govt. or Internation Org.:** A dropdown menu with 'No' selected.
- 19. Tariff or Regulated Acquisition:** A dropdown menu.
- 20. Reserved:** A text box.
- 21. Bundling of Contract Requirements:** A dropdown menu with 'No' selected.
- 22. Country of Manufacture:** A text box with 'US' entered.
- 23. Synopsis of Procurement:** A text box with a dropdown arrow.

At the bottom of the window are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the <i>SF 279</i> for the base contract.) <i>Do not use two-letter postal abbreviations.</i> For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http://web1.whs.osd.mil/PEIDHOME/FIPSquery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign gov't	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or regulated	Use, if applicable. In most cases, however, this field will be blank.
20	Multi-year Contract	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved for FPDS	No applicable
22	Country of Manufacture	EAS defaults to U.S.
23	Synopsis of Procurement	Report based on the <i>CBD</i> synopsis required of <i>FAR 5.2</i> . Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the screen to view *Screen 24-31*.

Screen 24-31

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours

Field Number	Description	Contents
25	CICA Applicable	<p>Enter the appropriate codes from the following:</p> <p>A. <i>CICA Applicable</i> — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply.</p> <p>B. <i>Purchase Orders/BPA Calls Using Small Purchase Procedures</i> — Use if the action is a purchase order or BPA calls.</p> <p>C. <i>Subject to Statute Other than CICA</i> — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized.</p> <p>D. <i>Pre-CICA</i> — Use if the action resulted from Solicitations issued before April 1, 1985.</p> <p>E. <i>Commercial Items Acquisition</i> — Use if the action resulted from Solicitations issued using <i>FAR, Part 12</i>. DO NOT LEAVE BLANK.</p>
26	Solicitation Procedures	<p>Choose from the following:</p> <p>A. Full and Open Competition — Sealed Bid</p> <p>B. Full and Open Competition — Competitive Proposal</p> <p>C. Full and Open Competition — Combination</p> <p>D. <i>Architect/Engineer</i> — Use if the action resulted from selection of sources for A/E contracts.</p> <p>E. <i>Basic Research</i> — Use if the action resulted from competitive selection of basic research proposals.</p> <p>F. <i>Multiple Award Schedule</i> — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule.</p> <p>G. <i>Alternate Source-Reduced Cost</i> — Use if the action resulted from use of procedures to reduce overall costs pursuant to <i>FAR 6.202(a)(1)</i>.</p> <p>J. <i>Alternate Source-Engineer, R&D Capability</i> — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to <i>FAR 6.202(a)(3)</i>.</p> <p>K. <i>Set Aside</i> — Use if the action resulted from use of procedures for set asides pursuant to <i>FAR 6.203</i>, competed 8(a) awards, and sole source 8(a) awards.</p> <p>L. Other Than Full and Open Competition.</p> <p>DO NOT LEAVE BLANK.</p>

Field Number	Description	Contents
27	Authority Other Than Full and Open Competition	<p>Enter one of the following ONLY when 26 is Y for “Yes.”</p> <p>A. <i>Unique Source</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(1).</p> <p>B. <i>Follow-on Contract</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).</p> <p>C. <i>Unsolicited Research Proposal</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(i).</p> <p>D. <i>Patent/ Data Rights</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(2).</p> <p>E. <i>Utilities</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(3).</p> <p>F. <i>Standardization</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(4).</p> <p>G. <i>Only One Source – Other</i> — Use if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in A through F above.</p> <p>H. <i>Urgency</i> — Use if the action was justified pursuant to FAR 6.302-2</p> <p>J. <i>Mobilization</i> — Use if the action was justified pursuant to FAR 6.302-3(a)(2)(i).</p> <p>L. <i>International Agreement</i> — Use if the action was justified pursuant to FAR 6.302-4.</p> <p>M. <i>Authorized by Statute</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(I). This includes actions under the SBA 8(a) Program that are sole source pursuant to FAR 6.302.5(b)(4).</p> <p>N. <i>Authorized Resale</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).</p> <p>P. <i>National Security</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p> <p>Q. <i>Public Interest</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p>
28	Number of Offers Received	<p>Enter the appropriate code from the following choices:</p> <p>A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50.</p> <p>(See the corresponding block on the SF 279 for the base contract.)</p>
29	Extent Competed	<p>Use one of the following when the conditions apply. (See corresponding blocks on the SF 279 for the base contract.)</p> <p>A. <i>Competed Action</i> — Use when Fully and Openly Competed</p> <p>B. <i>Not Available for Competition</i> — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition.</p> <p>C. <i>Follow-On to Competed Action</i> — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions.</p> <p>D. <i>Not Competed</i> — Use when A, B, or C do not apply.</p>

Field Number	Description	Contents
30	Type of Contractor	<p>Enter the appropriate code. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.</p> <p>A. <i>Small Disadvantaged Business</i> — Use for an award to a small disadvantaged business concern as defined in <i>FAR 19.001</i>.</p> <p>B. <i>Other Small Business</i> — Use for an award to a small business concern as defined in <i>FAR 19.001</i> when Code A does not apply.</p> <p>C. <i>Large Business</i> — Use for an award to a concern that is not a small business concern or an individual.</p> <p>D. <i>JWOD Non-Profit Agency</i> — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in <i>FAR 8.701</i>.</p> <p>E. <i>Nonprofit Educational Organization</i> — Use for an award to an educational organization neither organized for profit nor owned by a state or local government.</p> <p>F. <i>Nonprofit Hospital</i> — Use for an award to a hospital neither organized for profit nor owned by a state or local government.</p> <p>G. <i>Other Nonprofit Organization</i> — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations.</p> <p>H. <i>State/Local Government – Educational</i> — Use for an award to a state-owned or locally-owned educational organization</p> <p>J. <i>State/Local Government – Hospital</i> — Use for an award to a state-owned or locally-owned hospital</p> <p>K. <i>Other State/Local Government</i> — Use for an award to any other organization that is part of a state or local government, including state or local research organizations</p> <p>L. <i>Foreign Contractor</i> — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).</p> <p>M. <i>Domestic Contractor Performing Outside U.S.</i> — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.</p> <p>N. <i>Historically Black College/University or Minority Institution (HBCU/MI)</i> — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of <i>34 CFR 608.2</i>. “Minority Institution” means an institution of higher education meeting the requirements of Section 1046(3) of the <i>Higher Education Act of 1965</i>.</p>
31	Woman-Owned Business	Enter the appropriate code. Choose Y for “Yes” or N for “No.”

When you have finished entering the data on this screen, click on the next tab at the top of the screen to view *Screen 32-33*.

Screen 32-33

The screenshot shows a software window titled "SF279" with a tabbed interface. The active tab is "32 To 33". The window contains several fields with red 'X' icons in the top left corner:

- 32. HUBZone Small Business Concern: A dropdown menu with "No" selected.
- 33a. HUBZone Program: An empty dropdown menu.
- 33b. Small Disadvantaged Business Programs: An empty dropdown menu.
- 33c. Other Preference Programs: A dropdown menu with "D.No Preference/Not Listed" selected.
- 33d. HUBZone Price Evaluation Preference Percent Difference: A text box containing "00".
- 33e. SDB Price Evaluation Adjustment Percent Difference: A text box containing "00".

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	<p>Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.</p> <ul style="list-style-type: none"> A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the screen to view *Screen 34-41*.

Screen 34-41

The screenshot shows a software window titled "SF279" with a tabbed interface. The "34 To 41" tab is selected. The window contains the following fields:

- 34. Subcontracting Plan: A dropdown menu with a blue bar.
- 35. Subject to Labor Statutes: A dropdown menu.
- 36. Estimated Contract Completion Date: A text box containing "12/30/2000".
- 37. Contractor's TIN: A text box containing "420845038".
- 38. Common Parent's Name: A text box.
- 39. Common Parent's TIN: A text box.
- 40. Reserved: A text box.
- 41. Reserved: A text box.

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the SF 279 for the base contract.) A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. (See the corresponding block on the SF 279 for the base contract.) A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the “Admin Screen” of the Award Administration Tab Control Box. Enter the current contract completion date. Note: If the purpose of the modification is to extend the contract completion date, enter the new date here.
37	Contractor’s TIN	Pulled from the bidder record in the master bidders’ list.
38	Common Parent’s Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent’s TIN	Data displays from the Vendor file if Item 37 is applicable.
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the screen to view *Screen 42–49*.

Screen 42-49



Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose “Yes” or “No.” (See the corresponding block on the <i>SF 279</i> for the base contract.) Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is “Yes” or if the contractor represents that it is an emerging small business. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is “Yes” or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is “Yes.”
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable

Screen Number	Description	Contents
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the <i>SF 279</i> . (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the modification is being submitted.

Reports Screen

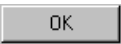
When you have finished entering the data for all of the relevant *SF 279* fields, click the “Reports” tab and then the “Update Edit Report” button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

Printing the SF 279

Click the button marked “*Print SF 279.*” EAS will display a preview of the printed *SF 279*. If everything is as it should be on the screen, click the “*Print*” button, and, if desired, adjust the number of copies. Click the  button. The form will print to your Windows printer. Acknowledge any system messages by clicking the  button. After your form has successfully printed, click the “*Close*” button at the top of your screen, and EAS will return you to the *SF 279 Screen*.

Click the  button to save your work. EAS will return you to the *Modification Summary Screen*.

Marking SF 279 Data for Export

From the *Modification Summary Screen*, choose "Gateway" and "Mark FPDS." The system displays the following message: "Record has been marked for export." Click the  button to acknowledge. You will return to the *Modification Summary Screen*.

Correcting the SF 30

All parts of the modification process are accessible from the *Modification Summary Screen*. Revisit the appropriate part of the process to correct your work, as outlined below:

Modification SF 30 — To change data in blocks 1–10, 12, 13, or 16 of the SF 30, click the blue hyperlink for "*Administration*" and follow the instructions outlined above.

Award Administration — To make or correct proposed permanent changes to base contract data, choose "File," "Open," then "Award Administration" from the *Modification Summary Screen* menus and follow the instructions outlined above.


Line Items - Make sure that the "Total Amount" showing below "Line Items" on the *Summary Screen* is correct for your modification (usually \$0.00 for an administrative mod). Also, make sure the "Modification Obligated" amount is correct. Choose "File," "Open," "Obligation" to review the *Modification Obligation Screen*. If either of these is incorrect, click the blue hyperlink "Line Items," and make any necessary changes in accordance with the detailed instructions above.


When you have finished making corrections, reprint the *SF 30* from the *Modification Summary Screen*. Choose "File," and "Close" to return to the *Modification Management Browser*.

The "Status" column (2nd from right) should read "Drafted."

Printing the SF 30

If your modification has more than one line of accounting data, you must visit the *Printer Setup Screen*. From the *Modification Management Screen*, choose "File" then "Print Setup" to display the *Printer Setup Screen*. Click in the check box next to "Accounting Codes" so that the accounting lines will print.

Click the  button to save changes and return to the *Modification Summary Screen*.

From the menu bar of the *Modification Summary Screen*, choose "File," then choose "Print" from the drop-down menu. EAS will display a preview of the *SF 30*. Click "Print" to display the *Print Options Dialogue Box*. Click the  button to print to your Windows printer.

Click "Close" to return to the *Modification Summary Screen*.

Validating the Modification


After the Contracting Officer has signed your modification, you should proceed to validate it. First, however, a note of caution:


Once the modification has been validated, it can no longer be corrected or “undone” by you or the System Administrator. Please check your screens and printed documents carefully for accuracy before validating your modification.


From the *Modification Management Browser*, click to highlight the modification that you wish to validate.

From the Modification Management Browser menus, choose "*Tools*" and "*Validate*" and the *Validation Warning Screen* will be displayed.

Enter the "Effective Date" (Block 3 of *SF 279*) and the "C.O. Signature Date" (Block 16C of *SF 279*).

Click the  button to save your work and EAS will display the *Modification Obligation Screen*, providing one last opportunity to make changes. If the amounts displayed are incorrect, click the "Cancel" button to revisit and correct the draft modification

Click  to proceed with validation and the *SF 279 Tab Control Screen* will be displayed.

Click  to close the *SF 279* completing the validation process. You will return to the *Modification Management Browser*.

Modification Management Browser

The screenshot shows a window titled "Modification Management for - GS-06P-92-GXC-0016". It contains a table with the following data:

Number	Type	POC	Effective	Modification Amount	Status	FPDS Status
PS04	Supp.Agrmnt	CUM	05/17/1993	0.00	Validated	None
PD13	Other	CUM	10/17/1996	1,078,896.00	Validated	Incorrect
PD11	Other	CUM	11/13/1995	1,078,896.00	Validated	Accept
PD08	Other	CUM	02/01/1995	0.00	Validated	None
PA12	Admin Chg	CUM	05/07/1996	0.00	Validated	None
PA10	Admin Chg	CUM	11/06/1995	0.00	Validated	None
PA09	Admin Chg	CUM	09/18/1995	0.00	Validated	None
PA06	Admin Chg	CUM	12/09/1993	0.00	Validated	None
PA05	Admin Chg	CUM	05/25/1993	0.00	Validated	None
PA03	Admin Chg	CUM	05/11/1993	0.00	Validated	None
PA02	Admin Chg	CUM	12/30/1992	0.00	Validated	None
PA01	Admin Chg	CUM	12/21/1992	0.00	Validated	None
GS12	Admin Chg	CUM	09/20/1999	0.00	Drafted	None

Below the table, the following summary statistics are displayed:

Modification Obligation:	0.00
Award Obligation:	5,503,578.96
Award Amount:	5,503,578.96

The amount of your modification now appears in the "Amount" column of the browser.

Note: that the status of the modification now reads "Validated." Also, any changes that you made in the Award Administration area have been written back to the base contract record.

This concludes the Administrative Modification process.